

NEOGOV Enhancements October 2007

NEOGOV Messages: NEOGOV will now post general announcements to notify HR Users about new features, scheduled system maintenance, or helpful tips. When announcements are posted by NEOGOV, they will appear automatically on the MyHR page when the user first logs in. A link appears at the top of the page to toggle between Show/Hide Messages. After logging in, clicking on the MyHR page will show the MyHR page with the messages hidden and the 'Show Messages' link will appear to retrieve the messages if desired.

Unreviewed Apps by Step: The 'Unreviewed Apps by Step' link allows users to get a quick listing of applications that do not yet have a score or pass/fail status entered in the current evaluation step. The page defaults to the HR Users postings. Options are available to search by a specific recruiter or all recruiters, by applicant name or ID, by exam plan, step type, or by the application received date range. This feature allows users to view all new applications or apps requiring some action without accessing each exam plan individually. Access the 'Unreviewed Apps by Step' link from the upper left of the MyHR page.

Filter Applicants by Step: The 'Filter Applicants by Step' link allows users to retrieve a list of all applications for a specific evaluation step. This feature allows you to perform the same functions as you would on the 'View Applicants by Step' page but with the efficiency of working with just the applicants with a specific step. You can quickly navigate from one step to another within the filtering page. The 'Filter Applicants by Step' page can be accessed in any of the following ways:

- a) from the Exam Plan by clicking the 'Filter' link next to the Add/Delete links for each evaluation step;
- b) by clicking the link at the top of the View Applicants by Step page; and
- c) by selecting the filter option from the Select Action drop down list on the View Applicants by Step page.

NOTE: With the addition of this feature, the existing evaluation step filter process has been relabeled "Advanced Filter."

Evaluation Step History: Within the View Applicants by Step page, the 'Step History' link at each evaluation step allows HR Users to view the complete step history of applicants for the current and all previous evaluation steps. This feature can be used in conjunction with the new Prerequisite Evaluation Steps feature to determine which steps an applicant still needs to complete before advancing in the process.

Education & Experience Rating: This feature allows for the tracking of scores for each education and experience record in the application. The total points granted for all of the applicants education and experience records is then totaled and populated in the Training and Experience score field of the evaluation steps. Access the education and experience rating links by viewing an application and clicking the links at the top of the application.

NOTE: This feature now allows agencies to input education and work history for paper applications in the "View Applicant by Step" section. The scoring capability is an advanced feature and further instructions can be found under NEOGOV's "Help and Support" link.